**National Aeronautics and
Space Administration**

MINIMUM OFFICE AUTOMATION SOFTWARE SUITE INTERFACE STANDARDS AND PRODUCT STANDARDS

NASA TECHNICAL STANDARD

FOREWORD

This standard is approved for use by NASA Headquarters and all NASA Centers and is intended to provide a common framework for consistent practices across NASA programs.

The material covered in this standard is based on the consensus judgment of the NASA Chief Information Officer (CIO) Representatives Board and the NASA CIO Council. The purpose of this standard is to establish the minimum office automation workstation software suite required to support interoperability, establish interface and product standards for components of the software suite operating on PC or MAC, and establish reporting metrics for determining overall NASA interoperability.

Requests for information, corrections, or additions to this standard should be directed to Lewis Research Center (LeRC), the Principal Center for Workgroup Hardware and Software, Code 7100, MS 142-2, Cleveland, OH, 44135. Requests for additional copies of this standard should be sent to NASA Engineering Standards, EL01, MSFC, AL, 35812 (telephone 205-544-2448).

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Chief Information Officer

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MINIMUM OFFICE AUTOMATION SOFTWARE SUITE INTERFACE STANDARDS AND
PRODUCT STANDARDS

1. SCOPE

    1.1 <u>Purpose and Scope</u>. This standard is to establish the minimum office automation
workstation software suite required to support interoperability, establish interface and product
standards for components of the software suite operating on PC or MAC, and establish
reporting metrics for determining overall NASA interoperability.

    Software standards for UNIX platforms is addressed by NASA Standard 2810, *Unix
Interoperability.*

    1.2 <u>Applicability</u>. All Center CIO Representatives will ensure that all NASA employees
have access to an interoperable workstation that is equipped with the following minimum
software suite that meets the standards in Paragraph 2 below:

    Word Processing
    Spreadsheet
    Presentation
    Electronic Mail
    Calendar/Scheduling
    Basic Internet Client Suite (FTP, Web Browser)

For the functions (components) identified with standard products, future procurements to
support interoperability are restricted to these products. Licenses for other products may not
be renewed. Additional products will be added as required.

2. ACRONYMS AND DEFINITIONS

    2.1   <u>ACRONYMS</u>

    2.1.1   <u>FTP</u>.   File Transfer Protocol

    2.1.2.   <u>MIME</u>   Multipurpose Internet Mail Extension

    2.1.3.   <u>SMTP</u>   Transmission Control Protocol/Internet Protocol

    2.1.4   <u>TCP/IP</u>. TransmissionControl Protocol/Internet Protocol

    2.1.5.   <u>WHS</u>.   Workgroup Hardware and Software

    2.1.6   <u>COTS</u>   Commercial "Off-the-Shelf" product

2.2 DEFINITIONS

2.2.1 Freeware. Product is available free of charge and is in the public domain. Freeware is distributed over the Internet from the vendor or other organization.

2.2.2 Shareware. Product is available for use typically at a nominal charge with specific license restrictions. Generally, users have the ability to test the product before purchase. Shareware is usually distributed over the Internet from the vendor.

3. DETAILED REQUIREMENTS

3.1 Interface and Product Standards. The following standards are established for the components of the office automation software suite:

Component	Interface Standard	Product Standard
Word Processing	MSWord 6.0 File	Word, WordPerfect
Spreadsheet	Excel 5.0 File	Excel, Lotus 123
Presentation	PowerPoint 4.0 File	PowerPoint
Electronic Mail	SMTP/NASA MIME Profile	PC - MS Exchange, Eudora Pro
		Mac - MS Exchange, Eudora Pro
Calendar/Scheduling	None	Schedule+, Meeting Maker XP[1]
Basic Internet Client Suite	See Tables I, II, and III	See Tables I, II, and III

3.2 Future Interface and Product Standards. The Workgroup Hardware and Software (WHS) Principal Center is working to ensure interoperability at the highest possible revision of products included in the office automation software suite.

3.3 Interface and Product Standards Under Review.

Component	Interface Standard	Product Standard
Electronic Mail	SMTP/NASA MIME Profile	Netscape - PC, Mac

4. REVIEW AND REPORTING REQUIREMENTS

4.1 Interoperability Implementation Reporting. Each Center CIO Representative will provide the NASA CIO with an annual progress report, outlining the progress in achieving minimum interoperability access for each NASA employee.

4.2 Interoperability Reporting. Each Center CIO Representative will establish the necessary processes and tools, both manual and automated, to report on an annual basis to the NASA CIO the hardware and software configuration of all workstations and file servers at their respective Centers. These data will contain sufficient information to ascertain if the workstation or server supports NASA employees or is Government-furnished equipment to a

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[1] All Center CIO Representatives are responsible for providing an interoperable calendaring/scheduling solution within their Centers. Schedule+ or Meeting Maker XP are recommended, but not required.

contractor, whether the equipment is required to be interoperable, and a description of the hardware architecture/environment. The report will specify the number of NASA employees that do not have access to interoperable workstations.

      4.3   <u>Interface and Product Standards Review Reporting</u>. This standard will be reviewed by the Principal Center for WHS on an as-required basis, not to exceed 6-month intervals. Office automation software standards will be updated as required.

5.   DURATION

      5.1   <u>Duration</u>. This standard will remain in effect until canceled or modified by the NASA CIO.

TABLE I. Internet Software Suite - *Windows 3.x Systems*

Feature	Product	Minimum Version	Target Version	Software Type	Software Status
TCP/IP Stack	Chameleon [2]	4.5	4.6	COTS	Recommended
Telnet Client	Chameleon	4.5	4.6	COTS	Recommended
FTP Client	WS FTP	951112	TBA	Freeware	Recommended
3270 Client	QWS3270 Extra	2.4	TBA	Shareware	Optional
Web Browser	Netscape	2.02	2. 02	COTS	Recommended
News Reader	Netscape	2.02	2.02	COTS	Recommended
GIF Viewer	Netscape	2.02	2.02	COTS	Recommended
JPEG Viewer	Netscape	2.02	2.02	COTS	Recommended
MPEG Player	VMPEG Lite	1.6a	1.7	Freeware	Recommended
QT Movie Player	QuickTime	2.03	2.1	Freeware	Recommended
PDF Viewer	Adobe Acrobat Reader	2.1	2.1	Freeware	Mandatory
ZIP Extractor	WinZip	6.0	6.0	Shareware	Recommended
X.500 Query	WDUA	1.2	TBA	Freeware	Recommended

Legend:

Mandatory	Specified **PRODUCT** required for Interoperable Workstations.
Recommended	Specified **FEATURE** required for Interoperable Workstations. Product is recommended, but a comparable product may be used at discretion of the Center CIO Representative. *Where applicable, products must be Winsock TCP/IP compliant*
Optional	Capabilities not required for workstation interoperability but useful if functionality is required.
COTS	Commercial "Off-The-Shelf" product.
Freeware	Product is available free of charge and in the public domain. Usually distributed over the Internet from the vendor or other organization.
Shareware	Product is available for use typically at a nominal charge with specific license restrictions. Generally have the ability to test product before buying it. Usually distributed over the Internet from the vendor.

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[2] Product must be Winsock TCP/IP compliant.

TABLE II. Internet Software Suite - *Windows 95 Systems*

Feature	Product	Minimum Version	Target Version	Software Type	Software Status
TCP/IP Stack	Bundled	Win 95	Win 95	COTS	Recommended
Telnet Client	Bundled	Win 95	TBA	COTS	Recommended
FTP Client	WS FTP 32	951112	TBA	Freeware	Recommended
3270 Client	QWS3270 Extra	2.4	TBA	Shareware	Optional
Web Browser	Netscape	2.02	2.02	COTS	Recommended
News Reader	Netscape	2.02	2.02	COTS	Recommended
GIF Viewer	Netscape	2.02	2.02	COTS	Recommended
JPEG Viewer	Netscape	2.02	2.02	COTS	Recommended
MPEG Player	VMPEG Lite	1.6a	1.7	Freeware	Recommended
QuickTime Player	QuickTime	2.03	2.1	Freeware	Recommended
PDF Viewer	Adobe Acrobat Reader	2.1	2.1	Freeware	Mandatory
ZIP Extractor	WinZip	6.0	6.0	Shareware	Recommended
X.500 Query	WDUA	1.2	1.2	Freeware	Recommended

Legend:

Mandatory   Specified **PRODUCT** required for Interoperable Workstations.

Recommended   Specified **FEATURE** required for Interoperable Workstations. Product is recommended, but a compatible product may be used at the discretion of the Center CIO Representative. *Where applicable, products must be Winsock TCP/IP compliant.*

Optional   Capabilities not required for workstation interoperability but useful if functionality is required.

COTS   Commercial "Off-The-Shelf" product.

Freeware   Product is available free of charge and in the public domain. Usually distributed over the Internet from the vendor or other organization.

Shareware   Product is available for use typically at a nominal charge with specific license restrictions. Generally have the ability to test product before buying it. Usually distributed over the Internet from the vendor.

TABLE III. Internet Software Suite - *Mac Systems*

Feature	Product	Minimum Version	Target Version	Software Type	Software Status
TCP/IP Stack	Mac TCP	2.0.4	2.0.6	COTS	Recommended
Open Transport	Mac Open Transport	1.1	1.1	COTS	Recommended
Telnet Client	NCSA Telnet	2.6	2.7	Freeware	Recommended
FTP Client	Fetch	2.12	3.01	Shareware	Recommended
Web Browser	Netscape	2.02	2.02	COTS	Recommended
News Reader	Netscape	2.02	2.02	COTS	Recommended
GIF Viewer	Netscape	2.02	2.02	COTS	Recommended
JPEG Viewer	Netscape	2.02	2.02	COTS	Recommended
Movie Player, MPG	Sparkle	2.4.5	2.4.5	Freeware	Recommended
Movie Player, QT	Sparkle	2.4.5	2.4.5	Freeware	Recommended
PDF Viewer	Adobe Acrobat Reader	2.1	2.1	Freeware	Mandatory
HQX Extractor	Stuffit Expander	3.5.2	4.0.2	Freeware	Recommended
X.500 Query	maX.500	2.0.2	2.0.2	Freeware	Recommended

Legend:

Mandatory Specified **PRODUCT** required for Interoperable Workstations.

Recommended Specified **FEATURE** required for Interoperable Workstations. Product is recommended, but a compatible product may be used at the discretion of the Center CIO Representative. *Where applicable, products must be Mac TCP/IP compliant.*

Optional Capabilities not required for workstation interoperability but useful if functionality is required.

COTS Commercial "Off The Shelf" product.

Freeware Product is available free of charge and in the public domain. Usually distributed over the Internet from the vendor or other organization.

Shareware Product is available for use typically at a nominal charge with specific license restrictions. Generally have the ability to test product before buying it. Usually distributed over the Internet from the vendor.